

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

**In re:**

**Administrative Order 05-1**

**CHAPTER 11 CASE MANAGEMENT  
SUMMARY**

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The trustee or debtor-in-possession in a chapter 11 case may operate the business of the debtor pursuant to 11 U.S.C. § 1108 and subject to any order of the court specifying terms and conditions of the operation of the debtor's business; however, the court and other parties must have prompt information about the debtor's operations. Accordingly, effective for all cases filed under or converted to chapter 11 on or after July 1, 2005, it is **ORDERED** as follows:

The debtor-in-possession (or chapter 11 trustee, if applicable) is directed to file with the court, and serve all parties of record, within the earlier of three business days after relief is entered under chapter 11 or one business day prior to the date of the first scheduled hearing, a completed local form "Chapter 11 Case Management Summary" providing the information listed below. If precise information is unavailable, the response to the following questions shall represent the debtor's best estimate:

1. Date of Order for Relief under chapter 11;
2. Names, case numbers, and dates of filing of related debtors;
3. Description of debtor's business;
4. Locations of debtor's operations and whether the business premises are leased or owned;
5. Reasons for filing chapter 11;
6. List of officers and directors, if applicable, and their salaries and benefits at the time of filing and during the 1 year prior to filing;
7. Debtor's fiscal or calendar year to date gross income and the debtor's gross income for the calendar or fiscal year prior to the filing of this petition;
8. Amounts owed to various classes of creditors:
  - a. Obligations owed to priority creditors including priority tax obligations;

- b. With respect to creditors holding secured claims, the name of and amounts owed to such creditors and a description and estimated value of all collateral of the debtor securing their claims; and
  - c. Amount of unsecured claims.
- 9. General description and approximate value of the debtor's assets;
- 10. List of all insurance policies, the property covered under the policy, the name of the insurer, the policy number, amount of coverage, whether the premium is current, the date the next premium is due and date the policy expires;
- 11. Number of employees and amounts of wages owed as of petition date;
- 12. Status of debtor's payroll and sales tax obligations, if applicable. This does not eliminate the obligation of chapter 11 debtors (other than individuals not engaged in business) to provide the more detailed payroll tax information required by Local Rule 2081-1(A); and
- 13. Anticipated emergency relief to be requested within 14 days from the petition date.

**ORDERED** in the Southern District of Florida on May 20, 2005.

/s  
ROBERT A. MARK  
Chief United States Bankruptcy Judge

c: All SD Bankruptcy Judges  
Clerk of Court  
Office of the U.S. Trustee

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

[www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)

Division

In re:

Case No.  
Chapter 11

\_\_\_\_\_  
Debtor

**CHAPTER 11 CASE MANAGEMENT SUMMARY**

In compliance with Administrative Order 05-1, the Debtor-in-Possession [Trustee], \_\_\_\_\_, files this Chapter 11 Case Management Summary and states:

The following data represents approximations for background information only and the information may represent the Debtor's [Trustee's] best estimate in response to some of the ensuing questions.

1. Date of Order for Relief under chapter 11 (filing date of petition if voluntary chapter 11 petition):
2. Names, case numbers and dates of filing of related debtors:
3. Description of debtor's business:
4. Locations of debtor's operations and whether the business premises are leased or owned:
5. Reasons for filing chapter 11:
6. List of officers and directors, if applicable, and their salaries and benefits at the time of filing and during the 1 year prior to filing:
7. Debtor's fiscal or calendar year to date gross income and the debtor's gross income for the calendar or fiscal year prior to the filing of this petition:
8. Amounts owed to various creditors:
  - a. Obligations owed to priority creditors including priority tax obligations:
  - b. With respect to creditors holding secured claims, the name of and amounts owed to such creditors and a description and estimated value of all collateral of the debtor securing their claims, and

c. Amount of unsecured claims:

9. General description and approximate value of the debtor's assets:
10. List of all insurance policies, the property covered under the policy, the name of the insurer, the policy number, amount of coverage, whether the premium is current, the date the next premium is due and date the policy expires;
11. Number of employees and amounts of wages owed as of petition date:
12. Status of debtor's payroll and sales tax obligations, if applicable. This does not eliminate the obligation of chapter 11 debtors (other than individuals not engaged in business) to provide the more detailed payroll tax information required by Local Rule 2081-1(A):
13. Anticipated emergency relief to be requested within 14 days from the petition date:

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Signature

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(Name of Corporate Officer or Authorized Representative)

I certify that a true copy of this summary was served on all parties of record on in the manner and on the date reflected in the service list which accompanied the filing of this document.

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Signature

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Name and Address of Debtor's Attorney

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Florida Bar No.